

M e m o r a n d u m

Date: April 23, 2010

To: Office of Media Relations

Attention: Commander F. L. Clader

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.11626.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Office of Media Relations was conducted on February 24, 2010. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that the California Highway Patrol (CHP) inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on March 23, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 29 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 21 items when rounded up to the next whole number (d).

Safety, Service, and Security

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	24	82.76%	16.55	17
Telecommunications	5	17.24%	3.45	4
Fleet	0	0.00%	0.00	0
Weapons	0	0.00%	0.00	0
Total	29			21

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 18 of the 21 items were located. Two items were transferred out of the command and one item, a digital voice recorder, was not located. Furthermore, three items require a CHP Inventory Control Unit decal be placed on the item and a correction be made to the property record. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, two of the three items reconciled. One item requires a correction to the property record. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate the discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections by July 26, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

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The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in black ink, appearing to read "M. C. A. Santiago". The signature is fluid and cursive, with the first name "M. C. A." and the last name "Santiago" clearly distinguishable.

M. C. A. SANTIAGO, CIG, CLEA
Assistant Commissioner

Attachments

cc: Assistant Commissioner, Leadership Development and Communications
Fiscal Management Section
Telecommunications Section
Office of Inspections, Audits Unit

ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL
OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
Office of Media Relations
March 23, 2010**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Digital Voice Recorder	146972	X					Missing, see CHP 51, 2-24-10
Television 26" LCD HD	158290			X			Needs CHP decal; CHP 24 for adding serial number completed
Television 26" LCD HD	158292			X			Needs CHP decal; CHP 24 for adding serial number completed
Television 26" LCD HD	158293			X			Needs CHP decal; CHP 24 for adding serial number completed
Television 26" LCD HD	158291			X			Needs CHP decal; CHP 24 for adding serial number completed
Mobile Radio	R49531				X		CHP 24, 3-23-10, to 074
Control Head-Mobile	R81243				X		CHP 24, 3-23-10, to 074

ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY INSPECTION REPORT
Office of Media Relations (013)**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	139361	LAPTOP	0035500258	X				
2	144463	DVD RECORDER	41Y05041520144	X				
3	146630	DIGITAL CAMERA	2328932477	X				
4	146631	DIGITAL VOICE RECORDER	331740BSP	X				
5	146972	DIGITAL VOICE RECORDER	100268795		X			Missing, see CHP 51, 2-24-10
6	147092	PRINTER	MY67KR70NQ	X				
7	150470	COPIER BLACK & WHITE / COLOR	MMQ00009	X				
8	154137	COMPUTER	MXL7330F2K	X				
9	158148	DUAL TUNER DVR	649-0001-8085-D9AB	X				
10	158149	DUAL TUNER DVR	649-0001-8085-DA8B	X				
11	158290	TELEVISION 26" LCD HD					X	Needs CHP decal; CHP 24 for adding serial number completed
12	158292	TELEVISION 26" LCD HD					X	Needs CHP decal; CHP 24 for adding serial number completed
13	158293	TELEVISION 26" LCD HD					X	Needs CHP decal; CHP 24 for adding serial number completed
14	165174	COMPUTER	MXL8340KQJ	X				
15	165176	COMPUTER	MXL8340KKF	X				
16	165185	COMPUTER	MXL8340KPC	X				
17	165186	COMPUTER	MXL8340KKL	X				
EQUIPMENT TO INVENTORY LIST								
1	147282	PRINTER	TH6301510M	X				
2	147283	PRINTER	TH6301512P	X				
3	158291	TELEVISION 26" LCD HD					X	Needs CHP decal; CHP 24 for adding serial number completed

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Office of Media Relations (013)**

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	MISC.	SERIAL #	Y	N	A	T	C	OTHER
1	R100604	Cellular Telephone	CLADER		07612887416	X					
2	R100618	Cellular Telephone	COFFEE		07612896599	X					
3	R49531	Mobile Radio	958797	D1389					X		CHP 24, 3-23-10, to 074
4	R81243	Control Head - Mobile	958797	D1389					X		CHP 24, 3-23-10, to 074

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT D

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ATTACHMENT E

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SUPPORTING DOCUMENTATION

DISTRIBUTION:
WHITE & YELLOW - Return with inventory package through chain-of-command.
PINK - Keep at command

013-01

DATE _____

TO	FROM (COMMAND)	LOCATION CODE
Fiscal Management Section, Inventory Control Unit	OFFICE OF MEDIA RELATIONS	013
DATE PHYSICAL INVENTORY PERFORMED	PERSON CONDUCTING INVENTORY	TELEPHONE NUMBER <input type="checkbox"/> Public
March 23, 2010	Linda Valle	916 843-3310 <input type="checkbox"/> CALNET

☐ Report complete - all items located☒ Make changes listed below

C = CORRECTION to PRINTOUT (Check Box in Appropriate Area)

D = DELETION

A = ADDITION

ADDITIONS ONLY (if known)

[illegible]

TRANSFERS (A signed CHP 266, Credit Memo, or CHP 57, Motor Vehicle Assignment and Transfer, must be attached as documentation for each transfer)

[illegible]

COMMANDER'S SIGNATURE

DIVISION CHIEF'S SIGNATURE

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Use previous editions until depleted

CHP24_408.pdf

013-02

CHP 57 - MOTOR VEHICLE ASSIGNMENT AND TRANSFER
(PAR:CHP 57)

VEHICLE NR:		D1389	
YEAR:	2000	LICENSE NR:	1137395
MAKE:	FOR	REPLACES VEHICLE:	
MODEL:	TAURUS	VIN:	1FAFP5228YG188180
CLASS CODE:	CO	DATE PLACED IN SERVICE:	09/07/2000
DEALER STOCK NR:		FUEL CARD #:	31924

EQUIPMENT

ITEM:	DESCRIPTION:
FIRE EXTINGUISHER BR	
FIRST AID KIT	
RADIO - CHP	R-49531
RADIO CONTROL HEAD	R-81243

COMMENTS:

074 POOL CAR FOR FLEET ANYWHERE ADMINISTRATOR.
5-29-01 TRANSFERRED FROM 074 POOL TO 080 FOR 083 COMMANDER.
7-2-01 RADIO EQUIPMENT ADDED.

ASSIGNED TO LOCATION: 001 1024
RECEIVED BY: [Signature]
(Signature)

PRINT NAME: Lloyd Gettel
ID NUMBER: D13211
DATE: 2/4/10

ODOMETER: 81603
TRANSFERED FROM LOCATION: 1001/013
DELIVERED BY: [Signature]
(Signature)

PRINT NAME: JAMES STAZUR
ID NUMBER: A13964
DATE: 2/4/2010

----- End of Report -----